

ANALYSIS OF EAM OPERATIONS

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25X1

Approved For Release 2005/08/03 : CIA-RDP70-00211R000700300017-2

<u>Who Uses?</u>	<u>For What?</u>	<u>Type of Operation</u>	<u>No. of Machine Hours</u>	<u>Is This Necessary In Peacetime?</u>	<u>Could It Be Done At Headquarters?</u>
		Current months cards are merged with previous months cards at end of six months current six months additions are merged with the entire card file. 127,000 cards.	16 hours per month	No, however, in order that specific negatives could be located without delay at time of emergency, it appears necessary that the file be merged periodically.	Yes, by returning entire card file for merging.
		Current months cards are merged with previous months cards. At end of six months current six months additions are merged with entire card file. 16,000 cards.	2 Hours	No, however, in order that specific negatives could be located without delay at time of emergency, it appears necessary that the file be merged periodically.	Yes, by returning the entire card file for merging.
		Current months cards are merged with previous months cards. At end of six months current six months additions are merged with entire card file. 850,000 cards.	35 hours per month.	No, however, in order that requests for retrieval of specific subjects within given areas may be answered quickly, at time of natural disaster or time of emergency it appears necessary that this file be merged periodically. In an attempt to cut down machine workload the three (3) current six months accretions are not merged.	Yes, by returning the current six months cards to be merged.

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		Current months cards are merged with over-all file monthly. 177,000 cards.	15 hours per month.	No, however, in order that specific filmed documents can be recovered quickly it appears necessary that these cards be merged monthly into the main file.	Yes, by returning the entire card file for merging.
		None necessary. Complete card replacement annually. 400,000 cards.	None	No,	It is being done at Headquarters.
		Current months cards are merged with previous months. At end of six months these are merged with entire file. 2,500 cards.	$\frac{1}{2}$ hour per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.
		Current months cards are merged with previous months. At end of six months these are merged with entire file. 12,000 cards.	$\frac{1}{2}$ hour per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.
		Place at end of file no maintenances at all.	None.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.

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		Current months additions merged with previous month. After six months merge with entire file. 302,000 cards.	3 hours per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file to Headquarters.
		Current months additions merged with previous month. After six months merge with entire file. 85,000 cards.	4 hours per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file to Headquarters.
		None. 189,000 cards.	None.	No, deposited as protection against destruction from natural disaster and availability at times of emergency.	Yes, by returning entire file to Headquarters.
		Merge month's additions with previous months. Each six months merge with entire file. 72,000 cards.	2 hours per month.	No, deposited as protection against destruction from natural disaster and availability at time of emergency.	Yes, by returning entire file for merging.

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OSI & ORR Cross Reference Card File to 25 selected documents on file.	To provide listing of all vital materials on file that are to certain analysts current working files. This listing, arranged by area and subject, indicates all report documents etc. concerned with the subj. and area of interest.	Release 2005/08/03 : CIA-RDP70-00211R000700300017-2	Key Punch Collating Listing <div></div>	4 Hours per month	In order that an analyst may be provided, at time of emergency, with a list of all materials he was currently using at headquarters in performance of his current assignment.	Only by returning the entire card file to Headquarters.

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Personnel Military Status Questionnaire cards. 25X1	In order to prepare machine listings of employee reserve status, prior military service and special tabulations.	None - Complete replacement annually. []	None.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.
Personnel Employee Locator Card 25X1	Use for Construction of Employee locator listings includes: Employees Full Name. Home Address. Assignment Office. Home Telephone Number. Employee Serial Number.	None - Complete replacement quarterly. []	None.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.
25X1		None - Complete replacement quarterly. []	None.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.
25X1		None - Complete replacement. []	None.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.

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Personnel OSS ✓ 25X4 Record Cards	To prepare listing of OSS Military and Civilian Personnel.	None. No activity. [redacted]	None.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.
Personnel ✓ 25X4 Employee Qualification Card File.	To produce employee qualification register which reflect work specialties.	None. [redacted]	None - Complete replacement.	No, only as protection against natural disaster and availability at time of emergency.	It is being done at Headquarters.
Management Staff, Repository Personnel and Depositing Offices. <i>must be returned 1/1/60</i>	Serves as an index to individual items that are currently on deposit at the Repository. A listing is prepared from these cards each month which would be provided to each office at time of emergency and annually for review by each office. This listing also assists repository personnel in coding incoming vital materials in order that like materials may be filed together.	Key Punch. Sorting Collating Listing 55,000 cards	24 Hours 2 Hours 4 Hours 10 Hours (per month)	No, these operations are being performed to establish controls over VM deposits. They are being performed by tabulating equipment because of the availability of the equipment [redacted]	Only by returning the entire card file for merging.
25X1 [redacted]	Serves as a control on Key Punch all equipment and supplies on hand at areas [redacted]	Verifying Sorting Collating Listing 25,000 cards	8 Hours 8 Hours 1 Hour 2 1/2 Hours 5 1/2 Hours	No, these operations are being performed to control the equipment and supplies on hand [redacted] and the areas under their (on next page)	Yes.

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25X1				control. Tab. equipment is used because of its availability as standby equipment	25X1
25X1		Punching Sorting Collating Listing	2½ Hours per month.	No, these operations are being performed to indicate the billeting assignments of all emergency pers. tab. equipment is used because of its availability as standby equipment.	25X1
25X1					
Security Division, Badge card file	To provide monthly and tabulating list of all personnel who	Key Punch Sorting Collating Listing	2½ Hours per month	No, these operations are being performed to establish controls over	Yes. 25X1 25X1
25X1				These operations are being performed by tab equipment because of the availability of equipment.	

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